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PMA PROCEDURE TRANSMITTAL AND CHECK SHEET

NOTICES

ADMINISTRATIVE
NOTICE NO. 165
4-11-50

ELECTION OF A PMA REPRESENTATIVE ON THE EMPLOYEE COUNCIL OF THE DEPARTMENT: Sets forth rules and procedures to be followed in electing a PMA representative on the employee council established in the Department to serve in an advisory capacity to the Director of Personnel concerning matters of employee interest and welfare. Members of the council will be elected from Department employees headquartered in Washington, D. C. and in Beltsville, Md. DISTRIBUTION: AA-01, 03 (Washington). (Distributed Separately)

NEW AND REVISED INSTRUCTIONS

113.1 EXHIBIT A
Change on
Page 3

PMA STATE CHAIRMEN: On page 3 change the name of the South Carolina chairman from Paul Sanders to Robert W. Hamilton (effective 4-10-50) DISTRIBUTION: A, B

139.1 EXHIBIT A
Revised Pages
3, 4, 8

REPORTS OF MAN-MONTHS AND OTHER OBJECTS BY WORK PROGRAMS: Exhibit A, pages 3 and 4 have been revised to explain that all purchases made outside the Continental United States and its territories should be charged to item III-D "Foreign Purchase Program", and item IV "Agricultural Supply Program" would be restricted to those purchases made in the United States.

Revision has been made on page 8 by adding paragraph c - "Request for Billings of Reimbursable Services", to provide information for requesting billings and to identify reimbursements with obligations reported on PMA 545.

Remove page 3 dated 7-14-49, page 4 dated 11-1-49 and pages 7 and 8 dated 7-14-49 and insert the attached pages 3, 4, 7 and 8. DISTRIBUTION: A, B.

OBSOLETE INSTRUCTIONS

101.3
5-31-46

RESPONSIBILITIES WITHIN THE OFFICE OF THE ADMINISTRATOR: This instruction is obsolete and should be removed from the PMA Procedure Manual. DISTRIBUTION: A, B.

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